



NASA Policy Directive

NPD 2800.1AEffective Date: August 18, 2004
Expiration Date: August 18, 2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Managing Information Technology

Responsible Office: Office of the Chief Information Officer

1. Policy

It is NASA policy to ensure that information technology (IT) and information resources are acquired and managed in a manner that implements the policies, procedures, and priorities of the Agency and the Federal Government. To accomplish this, NASA shall perform the following activities:

- a. Ensure that Agency IT contributes to and supports Agency missions, goals, and objectives, and promote the use of IT by the Agency to improve the productivity, efficiency, and effectiveness of Agency programs;
- b. Develop and maintain the NASA Enterprise Architecture (EA), Information Resources Management (IRM) Strategic Plan, and other documents that set forth the Agency's vision for IT, describe how IT aligns with NASA's missions and programs, and provide a roadmap that guides implementation of IT Agencywide;
- c. Ensure that Agency IT plans, support, and services align with Federal policies, regulations, and guidelines related to IT, and when needed, propose and implement new Agency-level policies, guidance, and procedures that align with Federal directions;
- d. Develop and maintain an ongoing process to ensure that IT operations and decisions are integrated with organizational planning, budget, financial management, human capital management, and programmatic decisions;
- e. Ensure that the planning, acquisition, review, and evaluation of all NASA's IT investments are in line with the Agency's Capital Planning and Investment Control (CPIC) process;
- f. Implement, enforce, and ensure the adequacy of policies, procedures, standards, guidelines, control techniques, and training mechanisms related to the security of the Agency's information and systems;
- g. Develop and manage Agency IT services with respect to service delivery, budget, and rate methodology in compliance with Federal and Agency policies and standards, and ensure continuity of Agency IT operations;
- h. Establish goals for measuring the contributions of IT and information resources to program productivity, efficiency, and effectiveness, develop methods for progressing toward the goals, and define clear roles and responsibilities for achieving the goals;
- i. Establish and operate IT training programs for the NASA workforce, including IT training, mentoring, and professional development, and ensure that required skills are identified, developed, recruited, retained, and available to support Agency activities;
- j. Develop and/or enforce applicable Federal and Agency policies, procedures, standards, and guidelines related to the management, use, availability, accessibility, integrity, privacy, disclosure, preservation, and disposal of information and IT throughout its life-cycle;
- k. Conduct E-Government activities, represent the Agency in Federal activities involving IT or information management, and ensure the successful completion of actions related to these areas; and
- l. Report externally to the Office of Management and Budget (OMB), Congress, the Government Accountability Office (GAO), or other entities as required on NASA's IT and information management activities.

2. Applicability

- a. This NPD applies to NASA Headquarters and NASA Centers, including component facilities and contractors to

the extent specified in their contracts.

b. This NPD applies to all Agency IT, including office automation, infrastructure and telecommunications, multiprogram or multiproject IT, and program-unique IT.

3. Authority

a. 42 U.S.C. 2473 (c)(1), section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

b. 44 U.S.C. 3601 et seq., E-Government Act of 2002 (Public Law 107-347), as amended.

c. 40 U.S.C. 1401, et seq., section 808 of Public Law 104-208, the Clinger-Cohen Act of 1996 [renaming, in pertinent part, the Information Technology Management Reform Act (ITMRA), Division E of Public Law 104-106.]

d. 44 U.S.C. §§ 3501 et seq., Paperwork Reduction Act of 1995 (Public Law 104-13), as amended.

4. References

a. NPD 1000.1, NASA Strategic Plan

b. NPR 1000.2, NASA Strategic Management Handbook

c. NPD 1000.3, The NASA Organization

d. NPD 1382.17, NASA Privacy Policy

e. NPD 1440.6, NASA Records Management

f. NPD 1490.1, NASA Printing, Duplicating, Copying, Forms, and Mail Management

g. NPD 2081.1, Nondiscrimination in Federally Assisted and Federally Conducted Programs of NASA - Delegation of Authority

h. NPD 2200.1, Management of NASA Scientific and Technical Information (STI)

i. NPR 2800.1, Managing Information Technology

j. NPD 2810.1, Security of Information Technology

k. NPD 2820.1, NASA Software Policies

l. NPD 7120.4, Program/Project Management

m. NPR 7120.5, NASA Program and Project Management Process and Requirements

n. Management of Federal Information Resources, OMB Circular A-130

o. Preparation, Submission, and Execution of the Budget, OMB Circular A-11

5. Responsibility

a. The NASA Chief Information Officer (CIO) has the responsibility, authority, and accountability for conducting the activities listed in the Policy section above. The NASA CIO shall provide advice and assistance to the Administrator and other Agency senior staff and report as needed to the Strategic Planning Council and NASA Operations Council to ensure that IT and information resources are managed in a manner that best serves the Agency and aligns with Federal policies and directions. The NASA CIO shall also ensure effective communication and dissemination of all information concerning NASA's IT activities.

b. Each Mission Associate Administrator, with the NASA CIO's concurrence, shall appoint a Mission CIO to represent their organization on IT matters.

c. Each Center Director and the equivalent position at NASA Headquarters, with the NASA CIO's concurrence, shall appoint a Center CIO to represent their Center on IT matters. The Center Directors shall confirm that the Center CIO has adequate resources and authority to ensure their Center's adherence to these requirements.

d. The NASA CIO delegates to the Mission CIOs the responsibility, authority, and accountability for ensuring that Mission Directorate IT plans, support, services, architectures, policies, procedures, standards, guidelines, and practices align with Federal and Agency requirements and directions. They shall support the NASA CIO in the review of IT investments and ensure Mission Directorate compliance with the Agency's CPIC process and EA. The Mission CIOs shall implement an organizational IT governance process that is supportive of Agency governance

initiatives.

- e. The NASA CIO delegates to the Center CIOs the responsibility, authority, and accountability for ensuring that Center IT plans, support, services, architectures, policies, procedures, standards, guidelines, and practices align with Federal and Agency requirements and directions. They shall support the NASA CIO in the review of IT investments and ensure Center compliance with the Agency's CPIC process and EA. The Center CIOs shall implement a Center IT governance process that is supportive of Agency governance initiatives.
- f. The CIO Board, chaired by the NASA CIO, is chartered with advising the NASA CIO on the management of the Agency's IT investments. The CIO Board is comprised of all Mission and Center CIOs. Invited representatives from other NASA offices that are involved in Agency matters pertaining to IT may attend CIO Board meetings as Ex-Officio members.
- g. The Information Infrastructure Customer Board is chartered by the NASA CIO to ensure the alignment of IRM priorities with mission and business requirements. The Customer Board includes stakeholders from the Mission Directorates and Mission Support Offices.
- h. The NASA CIO collaborates with the following Agency officials on matters pertaining to specific IT areas:
 - 1. The Chief Financial Officer (CFO) for financial management systems as required by the CFO Act and the Clinger-Cohen Act;
 - 2. The Assistant Administrator of the Office of Security and Program Protection for matters pertaining to information security and crimes involving information systems;
 - 3. The Assistant Administrator for Human Capital Management for activities related to the strategic management of the Agency's IT workforce;
 - 4. The Chief Engineer for IT-related matters that impact engineering and program and project management;
 - 5. The Deputy Chief Acquisition Officer for matters concerning the acquisition of IT;
 - 6. The Assistant Administrator for Diversity and Equal Opportunity for assistance, advice, and coordination to ensure voluntary compliance with equal opportunity requirements regarding the accessibility of information electronic technology for persons with disabilities;
 - 7. The Chief Health and Medical Officer for IT-related matters concerning the development and implementation of an Agencywide electronic health records system;
 - 8. The General Counsel for legal advice concerning the development and implementation of IT policies; and
 - 9. The Inspector General for activities related to the security of NASA's critical IT assets and their protection from threats and vulnerabilities.
- i. The NASA CIO collaborates with other Agency officials, as appropriate, on matters pertaining to IT plans, support, services, architectures, policies, procedures, standards, guidelines, and practices related to specific program or functional areas.

6. Delegation of Authority

None.

7. Measurements

Performance measures for assessing the contributions of IT and information resources to program productivity, efficiency, and effectiveness are outlined in NASA's IRM Strategic Plan, which is provided annually to OMB as part of our Agency budget submission.

8. Cancellation

NPD 2800.1, dated March 23, 1998.

/s/ Sean O'Keefe
Administrator

Attachment A: (Text)

None.

(URL for Graphic)

None.

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